

financed by

 Austrian
Development Cooperation



**Interim and Final Review
Terms of Reference for Evaluation Consultant/Consultant Team**

Project Name

**“South Caucasus
Socio-Economic Reintegration Programme for Mine Victims”**

ITF (Contracting Authority)

I. CONTEXT

- 1.1. Project summary: The project implements rights based approach and is promoting the rights and needs of mine victims through the framework of Convention on the Rights of Persons with Disabilities for the purpose of guaranteeing mine victims the exercise and enjoyment of the human rights set out in the Convention. The project will act as a catalyst to promote effective provision of statutory rights and benefits to which PWDs (including mine victims) are entitled according to the official policy and international commitments of Armenia and Georgia. The project aims to extend reach and impact by combining microfinance and employment efforts with specifically targeted group of beneficiaries (mine victims) and also with awareness raising and advocacy to increase political, policy and programme support to wider communities of mine victims and persons with disabilities. Additionally capacity building on the institutional level will be enhanced in order to ensure sustainability and advance a human rights approach to employment and training opportunities for PWDs especially mine victims. The planned intervention will mainly contribute to respect, support and implementation of right to work and employment, right to education, inclusion and adequate standard of living of PWDs.
- 1.2. Project Background: As a result of the complex and interlocking past and recent armed conflicts as well as the legacy of former Soviet armed forces bases in the

region sizeable areas have been contaminated with landmines and explosive remnants of war (ERW). Georgia is contaminated with mines around former Soviet military bases, along its international borders, and as a result of conflicts with the breakaway republics of Abkhazia and South Ossetia. The precise extent of the residual mine problem has not been reported publicly. In Armenia it was estimated that 321.7km² were contaminated by mines and explosive remnants of war. Sadly, the legacy of mines and explosive remnants of war (ERW) has resulted in over 1.450 direct casualties – mine victims.

The project targets mine victims including their families, often internally displaced, as part of the population of persons with disabilities and a vulnerable group in the general population of Armenia and Georgia. A total number of mine victims in Georgia is estimated to be 800 (only cca 10% female) according to the ICRC survey, but official analysis will be available beginning 2013. A total number of mine victims in Armenia is estimated to be at least 582 mine victims according to the accounts of Armenian National Committee of International Campaign to Ban Landmines (no female victims identified yet).

In general, assistance to mine victims falls within the framework of assistance to persons with disabilities. The project will target mine victims in a broadly defined term including their family members.

In the pilot phase discussions with the relevant governmental authorities and inclusion in regional workshop have of course raised their awareness on the issue of mine victims, and on their rights enshrined in the CRPD and national legislation but this has not changed the stakeholders overall attitude and they continue to refer to mine victims only as part of wider group of PWDs.. The project thus targets mine victims including their families, often internally displaced, as part of the population of persons with disabilities and a vulnerable group in the general population of Armenia and Georgia. It should be stressed that this is one of rare projects of providing direct assistance to mine victims in Georgia and in Armenia it is the only one

There are 172.356 persons with physical disabilities registered in Armenia (5,8 per cent of total population), while in Georgia according to some surveys the actual number of persons with disabilities is estimated to 240,000 disabled people, the majority of them are unemployed, lacking of personal realization and the possibility of enjoying all rights. Official statistics on disabled in Georgia is unavailable. Of course, the global economic crisis first of all hit the most vulnerable groups of the population - disabled persons as well as mine-victims amongst them. In Armenia, according to the MLSI, as of July 1, 2011 there are 118,435 people with limited capacities, in the age between 18 to 63, able to work. However, only 8 percent of them - about 10,000 - have job now. For Georgia data on employment is unavailable.

The regional project is based on the experiences and lessons learnt from the pilot project implemented in Armenia and Georgia in period December 2009 – October 2012 (supported by ADC/ADA as the main donor through ITF) as well as local partners' experiences in providing non-financial and financial services to endangered group of people within a general population (e.g. asylum seekers, victims of trafficking, refugees and displaced persons). The lessons learned were drawn also from the Intermediate and Finale Review of the pilot phase and utilized in developing strategies for implementation of the current project.

The project is implemented in Armenia and Georgia in areas with mine victim population. The project will be implemented in period November 2012 – October 2015 by the ITF Enhancing Human Security with the Organization for Migration (IOM) missions in South Caucasus as leading local implementing partners. The total budget of the project is EUR 470,588.00. The leading donor for the project is Austrian Development Agency (ADA).

- 1.3. The problems and challenges of the mine victim assistance lie in the complex nature of solving their health and rehabilitation condition, annulling their social and economic exclusion, and regaining their human as well as civic rights.

Faced with high unemployment levels (mine victims rely on self-employment as the only accessible option for mine survivors as well as many people with disabilities to earn for livelihood, because, in general, it is difficult to find a formal job in developing and transition countries. One of the main obstacles to self-employment of mine survivors is access to capital for small business start-ups. Thus, mine victims are being deprived of possibility to earn income, due to their disability, lack of collateral, steady employment and a verifiable credit history (cannot meet even minimum qualifications to gain access to traditional bank loan). They are traumatised, marginalised, and have a strong feeling of being excluded from the general society which all contributes to low motivation for project participation and further reluctance to take on a micro-loan, which is consider too risky for many of them. Lack of vocational skills was also identified as an important issue within this coherent group of PWDs.

The Mine Victim Assistance programme in Armenia and Georgia is still not fully developed and the needs of mine victims remain inadequately addressed. Mine victims are still not separated as a distinct group when it comes to governmental labour and social security programmes, but are considered as persons with disabilities (PWDs). It can be summarized that the legislative and policy framework in respective countries has not changed substantially as compared to pilot phase started end of 2009 with regard to mine victims or wider group of PWDs.

- 1.4. Project objective and purpose: The overall project objective is to contribute to socio-economic integration and empowerment of PWDs in Armenia and Georgia, specifically mine victims and members of their families.

In order to accomplish the overall objective the project aims to achieve the following purpose:

- (1) PWDs, specifically mine victims and their family members in Armenia and Georgia have improved their livelihood opportunities through enhanced employability, greater access to seed funding for starting/expanding own business, in compliance with existing national environmental legislation, and through improved socio-economic support taking into consideration the economic empowerment of women.
 - (2) Governmental and non-governmental stakeholders at national and local levels have enhanced their capacity to address socio-economic needs of PWDs and especially mine-victims through capacity building and improved networking.
 - (3) Mine-victims, PDWs and General public in Armenia and Georgia are more aware about the specific needs and rights of PDWs especially mine victims.
- 1.5. Sustainability of the project: A sustainable model for handover of revolving fund to national ownership in Armenia and Georgia will be in place by end of February 2015 and presented to ADA. The sustainable model includes a fully financed business plan, a selected responsible government institution and a financial institution as project partner which is eligible to carry on the revolving fund administration, and a design to assure sustainable reintegration of mine victims in both countries through appropriate trainings and counselling services.

- 1.6. Contracting Authority: ITF Enhancing Human security (ITF).
ITF is a humanitarian, non-profit organization devoted to the elimination of threat from post-conflict and disruptive challenges, including landmines, explosive remnants of war (ERW) and the illicit ownership and use of small arms and light weapons (SALW), in South-East Europe and other affected regions in the world.

Established by the Government of the Republic of Slovenia in March 1998, the initial purpose of ITF was to help Bosnia and Herzegovina in the implementation of the peace agreement and to provide assistance and support in relation to post-conflict rehabilitation.

Since its inception, ITF has augmented its activities to include the rectification of landmine problems and helping landmine survivors with physical and socio-economic rehabilitation across the region of South East Europe. As the European

Commission acknowledged ITF as the reference model of regional organization in mine action, ITF was asked by mine-affected countries and donors to expand operation to other mine-affected regions and countries as well, e.g. Cyprus, the South Caucasus, Central Asia, Latin America and Middle East.

As the impact from landmines and UXO in SE Europe becomes less severe, there is a growing need to address other post-conflict and disruptive challenges, to support Security Sector Reform (SSR) and Disarmament, Demobilisation and Reintegration (DDR) programmes, and to combat violence and terrorism from the illicit ownership and use of SALW. Such challenges pose a potential threat to human security just as serious as the danger from landmines and UXO.

II. THE RATIONALE OF THE REVIEW

- 2.1. The review is a vital part of the Austrian Development Cooperation (ADC)/Austrian Development Agency assistance as well as ITF working policies and procedures. By review, both ADC/ADA and ITF understand the assessment of a project or programme (or an instrument of implementation or an institution) with the greatest possible degree of thoroughness and objectivity, based on criteria pertaining to development policy goals and the particular area concerned.
- 2.2. According to OECD DAC Glossary a review is an assessment of the performance of an intervention, periodically or on an ad hoc basis. Frequently “evaluation” is used for a more comprehensive and/or more in-depth Reviews tend to emphasize operational aspects. Sometimes the terms “review” and “evaluation” are used as synonyms.
- 2.3. The review for the project “South Caucasus Socio-Economic Reintegration Programme for Mine Victims” is being contracted by ITF.
- 2.4. The reviews of the project will be carried out during the project cycle (Interim Review) and at the end of a project (Final Review). The Review will primarily focus on the questions of impact and sustainability, assessing the degree to which impacts from the project can be sustained, assessing the degree to which the project model itself can be sustained by being taken on by another local organization on and assessing the feasibility of different models for handing over the micro-credit programme to national bodies. Specific emphasis on sustainability question will be given in the Interim Review. The Review will also focus on determining the extent to which anticipated outcomes were produced. It will identify the factors of success or failure; re-assess the sustainability of results and impacts, and to draw conclusions that may inform other interventions.

- 2.5. The Interim review will include and integrate the analysis/assessment of Armenian micro credit environment and options for handing over the micro-credit programme to national bodies conducted by the Micro Finance Consultant. The analysis and assessment of Armenian micro credit environment will primarily focus on the question of sustainability, providing data on feasibility for handing over the micro-credit programme to national bodies including legal and financial analysis, institutional framework review, stakeholder analysis as well as mapping out of possible micro-crediting partners and their capacities (government institution and eligible financial institutions) outlining viable partner for the microcredit fund hand-over of the revolving fund in Armenia, identifying risks, and providing exit strategies/models for sustainable micro-credit programme for PWDs/mine victims. The micro-finance consultant Assessment will be integrated in the Interim.
- 2.6. The review has to be carried out in accordance with the ADC/ADA Guidelines for Project and Programme Evaluation and OEDC/DAC evaluation standards and principles.

III. THE PURPOSE OF THE REVIEW

- 3.1. Underlying the importance of review/evaluation proceedings within ADC/ADA development assistance programme and ITF contractual responsibilities the purpose of the project review is to:
- (1) Inform the public on activities and achievements of the ADC/ADA as well as accounting for the use of funds received towards political decision-makers and tax payers.
 - (2) Ensure the high levels of quality and effectiveness of development activities. It is an instrument for project and programme managers to monitor and improve implementation. Thus, it essentially contributes to an ongoing process of learning in the ADC/ADA and it helps partner organisations in developing countries – both NGOs and governmental institutions – to improve their work.
 - (3) Review of the progress made by ADC/ADA development activities in contribution and commitments to the Millennium Development Goals of the United Nations by Austria and its partner countries and, if necessary, to take corrective measures.

IV. THE OBJECTIVES OF THE REVIEW

4.1. The objectives of the review are following:

- (1) Analyse the intervention logic (i.e. Logical framework) in order to improve the design of interventions, most often at the project level. It involves identifying strategic elements (inputs, outputs, outcomes, impact) and their causal relationships, indicators, and the assumptions or risks that may influence success and failure. It thus facilitates planning, execution and evaluation of a development intervention.
- (2) Ascertain and interpret already existing results (output, outcome, impact) and assess the effectiveness, efficiency and relevance of a project intervention. Additionally, determine the sustainability of the project intervention.
- (3) Work out lessons learnt. Lessons learned are generalizations based on evaluation experiences with projects, programs, or policies that abstract from the specific circumstances to broader situations. Frequently, lessons highlight strengths or weaknesses in preparation, design, and implementation that affect performance, outcome, and impact.
- (4) Develop recommendations and future strategies, which result from lessons learnt. Recommendations are proposals aimed at enhancing the effectiveness, quality of a development intervention; and especially at ensuring sustainability of the micro-credit programme by the end of project implementation. Emphasis is placed on developing and presenting different exit strategies/models for sustainable micro-credit programme for PWDs/mine victims with detailed consideration to elements of a sustainable concept for handover of revolving fund to national ownership in Armenia stated under Article 1.5. In Georgia the review should address the general sustainability questions presented under Article V.

V. MAIN REVIEW QUESTIONS

- 5.1. In order to guide the review proceedings the main review questions were formulated. The aim is to determine the relevance and fulfillment of objectives, development efficiency, effectiveness, impact and especially sustainability of the project intervention.
- 5.2. The guiding questions according OECD/DAC evaluation criteria will be the following:

- (1) Efficiency

- Have the goals and anticipated results of the socio-economic intervention been achieved/ are likely to be achieved?
- To what extent is the target group reached?
- To what extent were the originally defined goals and anticipated results of the project intervention realistic?
- What were the major factors influencing the achievement or non-achievement of the goals and anticipated results?

(2) Impact

- What has happened as a result of the socio-economic intervention?
- What real difference has the activity made to the target groups?
- How many people have been affected?
- Does the socio-economic intervention contribute to the achievement of overall objective and its goals and purpose (tangentially, overall objective)? What is or are the impact(s)/effects of the intervention compared to the total situation of the target group or those affected (positive and negative, intended and unintended effects).
- To what extent was the socio-economic intervention exemplary, created structures and/or had a broad effect/impact in terms of leverage (e.g. adaptation among target groups and organisations)?

(3) Sustainability

- To what extent will/did the benefits of the socio-economic intervention continue after donor funding ceased? To what extent will activities, results and effects be expected to continue after donor intervention has ended?
- What are/were the major factors which influence(d) the achievement or non-achievement of sustainability of the project intervention?
- To what extent is/are the target group(s) capable and prepared to receive the positive effects of the project intervention without support in the long term?

VI. SCOPE OF REVIEW

- 6.1 External Consultant/Consultant Team. ITF will contract an external Consultant/Consultant Team to execute the review.
- 6.2 Stakeholder Involvement. Stakeholder participation is fundamental to ADC/ADA and ITF reviews. The Consultant/Consultant Team is expected to conduct a participatory review (interim and final) providing for meaningful involvement by project partners, beneficiaries and other interested parties. Stakeholder participation is to be an integral component of review design and planning;

information collection; the development of findings; review reporting; and results dissemination.

- 6.3 Close cooperation with expert/team preparing micro-environment assessment in the scope of the Interim review.
- 6.4 Accountability and Responsibilities. The Consultant/Consultant Team will be supervised by the ITF's assigned Project Manager who will represent the ITF during the review. He will direct and co-ordinate the review.

The ITF Project Manager is responsible for:

- (1) Overall responsibility and accountability for review;
- (2) Guidance throughout all phases of execution;
- (3) Approval of all deliverables;
- (4) Co-ordination of the ITF's internal review process; and,
- (5) Directly reporting to the project donor.

The Consultant/Consultant Team is responsible for:

- (1) Conducting the interim and final review;
- (2) The day-to-day management of operations;
- (3) Regular progress reporting to ITF's Project Manager;
- (4) The development of results; and,
- (5) The production of deliverables in accordance with contractual requirements.

- 6.5 Review Process and Methodology. The interim and final evaluation/review will be carried out in conformity with the principles, standards and practises set out in the ADC/ADA Guidelines for Project and Programme Evaluations.

Following proceedings will take place after the signature of the service contract:

- (1) Handover of the necessary project documentation to the Consultant/Consultant Team by ITF.
- (2) Execution of a thorough desk study and submission of the inception report to ITF. The inception report should be prepared in accordance with the Annex 7.9 of the ADA Guidelines for Project and Programme Evaluations. The inception report should be endorsed by the ITF before the Consultant/Consultant Team executes field visit.
- (3) Execution of the field visit and acquirement of additional information through interviews. The field visit should be executed to Armenia and Georgia and is expected to be no longer than two weeks. The Consultant/Consultant Team submits the first draft report to ITF, which will provide feedback and at the endorse it.

The proceedings of the review process (inception report, desk study, field visit with interviews, review report) should be executed twice, namely for the interim and for the final review.

- 6.6 Deliverables. The Consultant/Consultant Team will prepare: 1) the interim and final inception reports; and, 2) the interim and final review reports in accordance with standards identified in the ADC/ADA Guidelines for Project and Programme Evaluations.

These deliverables are to be:

- a. Prepared in English only.
- b. Submitted to ITF electronically via e-mail and/or on CD/DVD medium.
- c. All reports are to be submitted to ITF's project manager.
- d. Interim review is to be submitted by May 2014, Final review by November 2015.

VII. CHARACTERISTICS OF THE CONSULTANCY

- 7.1 Duration and type of consultancy. The consultant/team will be offered a fixed-price contract for the execution of the interim and final reviews in period November 2012 – October 2015. The provisional deadline for Interim Review report is May 2014 and for Final Review report November 2015.
- 7.2 Location of work. The Consultant/Consultant Team will work out of their home location with travel required to Georgia and Armenia (two field missions (estimated at around 16 days in total)).
- 7.3 Payments. The consultant/team will be paid in the following manner: (i) 30% upon signature of the contract; (ii) 20% upon submission and ITF approval of the interim review report; (iii) 30% upon submission and ITF approval of inception report for the final review; and (iv) 20% upon submission and acceptance by the ITF of the completed version of the final review.
- 7.4 Qualifications and experience. The consultant(s) assigned to the job must have demonstrated knowledge of current evaluation theory and practice as well as extensive experience in conducting evaluations (humanitarian and development projects) and a proven record delivering professional results. The consultant(s) should have in-depth knowledge of mine victim assistance/assistance to persons with disability in particular their socio-economic inclusion and, preferably, a good understanding of the countries in South Caucasus. The consultant(s) should have at least five years working experience in the field of the assignment including examples of assignments undertaken with the same

or similar purpose. Good understanding of the micro finance and small business development context in the region, with special hindsight to disabled. The consultant(s) should be familiarized with Gender and Environment issues. The consultant(s) with these qualifications are encouraged to apply. The consultant/team must be fluent in English; a proficiency in Russian and/or local languages is an asset.

- 7.5 Presentation of proposals and selection criteria. Interested consultants/teams should present a proposal to the ITF briefly outlining (i) a methodology for conducting the work under this consultancy; (ii) the name(s) and CV(s) of the individual consultant(s) to be assigned to the job, including their qualifications and experience; (iii) the estimated number of days that each of the consultants will work on the assignment; and (iv) an itemized budget and indication of the total cost of the proposed service. The ITF will under no circumstances increase the agreed amount of the consultancy once a contract has been drawn up.
- 7.6 Submission deadlines. Proposals, which will be evaluated by above criteria, should be presented **by 24 January 2014 at 12:00 hrs** CET to Mrs. Nataša Uršič, Project Manager, ITF. Additional questions and proposals may be submitted electronically to natasa.ursic@itf-fund.si and info@itf-fund.si.